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LAWS AND REGULATIONS  
GOVERNING  
THE CERTIFICATION OF  
TEACHERS  
1916

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Department of Public Instruction

C. H. LUGG, Superintendent

C. T. KING, Deputy Supt.

BUREAU OF EDUCATIONAL RESEARCH

## PREFACE

This pamphlet is a reprint of the LAWS AND REGULATIONS GOVERNING THE CERTIFICATION OF TEACHERS published by Supt. C. G. Lawrence of this department in 1911. Such changes as have been made necessary by amendment of the School Laws and by changing conditions in our relations with other states have been incorporated.

We publish this for the purpose of furnishing concise information in convenient form to those who are interested in the certification of teachers in this state. This booklet should be filed for reference by county superintendents, school district officers and members of boards of education.

C. H. LUGG,

Supt. of Public Instruction.

Pierre, South Dakota,

April 15, 1916.

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REQUIREMENTS FOR TEACHERS IN

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SOUTH DAKOTA

285,328/Amph...  
All teachers of this state except those in cities of more than 10,000 population, and such as are EXCLUSIVELY engaged in teaching MUSIC, DRAWING, PEN-MANSHIP, BOOKKEEPING, FOREIGN LANGUAGES, or KINDERGARTEN METHOD in an INDEPENDENT DISTRICT must hold A VALID SOUTH DAKOTA CERTIFICATE sufficient for the grades taught. Boards of Education are prohibited from entering into any contract with, or paying any school monies to any teacher who does not hold such certificates (1). (School Laws, Sec. 63.)

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Teachers of academic subjects in accredited four-year high schools must not only hold the state certificate or the life diploma, but must show also scholastic attainment equivalent to graduation from the University of South Dakota. A full four years' course in a standard college will be accepted.

1. Diplomas of graduation or certificates issued by other states are not valid in South Dakota. For validation of such see Sec. XV.

# DESCRIPTION OF CERTIFICATES

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## I. SPECIAL CERTIFICATE (2).

1. Issued to applicants who present satisfactory proof that they were unable to be present at the last regular public examination.

2. Granted on examination by the county superintendent.

3. Good only in grades below high school.

4. Valid until returns are made for next public examination for regular certificate of equal grade (3).

## II. THIRD GRADE CERTIFICATE.

1. Issued to those who pass a satisfactory examination in orthography, reading, writing, arithmetic, physiology and hygiene, geography, grammar, United States History, Civil Government, South Dakota History, didactics and drawing.

2. Minimum grade for any one subject is 60 per cent.; required average, 75 per cent.

3. No experience required.

4. Valid in grades below the high school IN THE COUNTY WHERE IS-

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2. This is the only certificate issued by county superintendents.

3. A special Second Grade does not expire until a regular examination for Second Grade certificates, a special First Grade until the regular examination for that grade, etc.

SUED and such district as is designated on its face by the county superintendent.

5. **Term:** One Year.

6. Not renewable.

7. No teacher shall be entitled to hold more than two third grade certificates.

### III. SECOND GRADE CERTIFICATE.

1. Issued:

(a) To those who satisfactorily pass the examinations required for the Third Grade Certificate (Sec. II.) with no standing lower than 65 per cent. and with a minimum average of 80 per cent.

(b) To graduates of courses given by South Dakota Normal Schools and which have, previous to applicant's graduation been approved for this certificate by the Superintendent of Public Instruction.

2. No experience required.

3. Valid in grades below the high school in county where issued; may be made valid in other counties by endorsement of county superintendent (4).

4. **Term:** Two years.

5. Not renewable.

### IV. PRIMARY CERTIFICATES.

1. **Granted only on examination.** The subjects are the same as for the Second Grade except that Civics is not required and Primary Methods is added. The minimum grade and average is the same.

2. No experience required.

3. Equivalent certificates from other states may be validated for the Primary Certificate in South Dakota.

4. **Valid** only in kindergarten and first and second grades of schools in the county where issued. May be made valid in other counties by endorsement of County Superintendent (4).

5. **Term:** Five years.

6. **Renewable** when holder shows evidence of successful and continuous teaching, and of full attendance at a county teachers' institute held the current year. Application must be made within one year after date of expiration. (Cf. Sec. XII.)

#### V. FIRST GRADE CERTIFICATE.

##### 1. Issued:

(a) To those who satisfactorily pass the examination given for this grade in the following subjects: orthography, reading, writing, arithmetic, geography, physical geography, grammar, physiology and hygiene, United States history, civil government, current events, American literature, South Dakota history, drawing and didactics. The minimum grade is 75 per cent.; required average is 85 per cent.

(b) To graduates of courses given by South Dakota Normal schools and which have previous to applicant's graduation,

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4. No fee can be collected for such endorsement.

been approved for this certificate by the Superintendent of Public Instruction.

2. **Experience:** Six months' successful teaching in the public schools of this or another state (5).

3. **Valid** in grades below the high school in any county of the state. Not valid in high school.

4. **Term:** Three years.

5. **Renewable**, if application is made within one year after the date of expiration, and if holder submits satisfactory evidence of successful and continuous teaching (6), and of full attendance (7) at a county teachers' institute held the current year (Cf. Sec. XIII).

## VI. STATE CERTIFICATE.

1. **Granted:**

(A) **On examination**, applicant must

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5. No experience required of normal graduates mentioned in 1. b.

6. The Department does not hold that the expression "continuous teaching" requires the holder of a certificate to actually teach a term of school each year. IT IS, HOWEVER, REQUIRED THAT THERE BE A SUFFICIENT AMOUNT OF TEACHING DONE SO THAT THE INTENTION OF CONTINUING IN SCHOOL WORK IS EVIDENT.

7. Must be not less than five full days; if the institute is in session for a longer time, the County Superintendent may require attendance at the full session. The provisions of Sec. 64 of the School Law have nothing to do with this requirement, but **refusal to attend institute** unless excused by the County Superintendent as provided in this section (64) is sufficient grounds for refusing a renewal.

show proficiency (8) in orthography, reading, penmanship, arithmetic, geography, grammar, physiology and hygiene, United States history including South Dakota history, civil government and drawing; and (b) pass a satisfactory examination in American Literature (9), algebra, plane geometry, physical geography, physics or botany, general history, rhetoric and composition, and pedagogy (10). The minimum standing is 70 per cent and the required average is 80 per cent.

(B) To Graduates of standard normal courses requiring at least two years beyond a standard four-year high school.

a. In passing upon an application, both the high school and normal courses will be considered. The standard set for South Dakota high schools (11) and normals will be strictly adhered to.

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8. Proficiency in these subjects may be shown in any of the following ways: (1) by taking examination in First Grade subjects; (2) by submitting a First Grade Certificate of this or another state; (3) by submitting evidence of graduation from a standard four-year high school or normal.

9. Standings of 80 per cent and above in American Literature and Physical Geography which were obtained at an examination given by this Department on or after March 16, 1911 and which are shown on a valid first Grade Certificate will be accepted in lieu of an examination.

10. Pedagogy includes elementary psychology, history of education, and general methods; this examination is supposed to cover the equivalent of fifteen semester hours of college work.

11. Cf. Sec. XVIII. for the approved High School Course.



b. The following subjects must appear in every complete course:

1. English—108 weeks (must include Rhetoric and Composition.)

2. Mathematics: Algebra—36 weeks, to quadratics; Plane Geometry — 36 weeks.

3. History: American (including Civics)—36 weeks (12); European—36 weeks (13).

4. Science—36 weeks. This year in science may be any one of the following: Physics (14), physical geography and geology, botany and zoology, chemistry (14).

c. The normal course must include a minimum of fifteen semester hours (15) in pedagogy and professional training. A deficiency in this subject may be made up by examination, however. (Session Laws, 1907, Ch. 135, Sec. 13.)

**[IMPORTANT:** Applicants must have had during their course, work in a model school under a competent critic teacher. Graduates of normal courses when such

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12. Must be of high school grade and will not be credited if taken before third year of the course.

13. May be either Ancient, Medieval, Modern or English.

14. Must not be taken before third year of high school course. Laboratory work required.

15. A semester hour is one hour recitation per week for eighteen weeks; therefore, a total of two hundred and seventy recitation hours is required.

model school is not maintained, or graduates who did not take such training, will be required to show six months of successful experience in actual teaching (16).]

d. "The total attendance in the secondary and in the normal school shall be 216 weeks above the eight grade, provided, that any normal school may accept satisfactory credits covering twenty weeks' work above the eighth grade." (Cf. Sec. XVII.)

e. Application—Before making application read carefully Sec. IX.

2. **Experience:** Applicants on examination must show twenty-four months' successful experience; those on school credentials, eighteen months (17).

3. **Valid** in any of the public schools of the state.

4. **Term:** Five years.

5. **Renewable** on the same conditions as a First Grade. (Cf. Sec. V & XIII.)

6. **Fee:** Five dollars. (School Laws of South Dakota. Sec. 16, Cf., also, Footnote 28.)

## VII. PROVISIONAL STATE 18).

1. Granted only to graduates (19) of

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16. No temporary certificate will be granted to applicants who lack this experience.

17. Practice teaching, or teaching done while attending school, will not be counted toward this experience.

18. Carries all the rights and privileges of the State Certificate except length of term for which it is valid.

normals and colleges who are qualified either for the state certificate or life diploma in everything but experience, and to those whose experience has not been entirely satisfactory.

2. **Experience:** None required.

3. Valid in any of the public schools in the state.

4. **Term:** Usually given for two years, but may be extended at the discretion of the State Superintendent to, not to exceed a total of five years.

5. **Renewal** is followed by regular state certificate. Holder must comply with the same requirements as given for renewal of State or First Grade Certificates. (Cf. Sec. XIII.)

6. **Fee:** Two dollars. (Cf. Sec. 16, School Laws of South Dakota. Cf., also Foot note 28.)

## VIII. LIFE DIPLOMA.

1. **Granted:**

A. To those who pass an examination in all subjects required for the State Certificate (20) and in either economics or sociology, and any two of the following: botany, zoology, physi-

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19. This certificate is never granted on examination.

20. Standings of 80 per cent. and above, shown on State Certificate will be accepted in lieu of examination in those subjects. This applies only to those granted on examination; holders of state certificates issued on graduation cannot apply them toward a life diploma.

ology, physics, chemistry, Latin, German, geology and minerology, astronomy, algebra and trigonometry (21).

**Important:** This Department must be notified **THROUGH THE COUNTY SUPERINTENDENT OF THE COUNTY** in which the applicant expects to write not less than thirty days before the date on which the examination is to be written.

B. To graduates of the University of South Dakota or of any approved college of equal rank (Cf. Sec. XVII.) provided, the course contains not less than fifteen semester hours of pedagogy and professional training (22).

2. Valid in any grade of all public schools in this state including accredited four-year high schools.

C. To graduates of South Dakota normal schools having a course of study requiring at least two years' work beyond an approved four-year high school.

**[IMPORTANT:** This does not apply to normal departments of colleges; the school must be organized and equipped primarily for the training of teachers.]

3. **Experience:** Forty months' suc-

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21. All the additional subjects required for a life diploma above those for the State, are of college grade.

22. For definition of "fifteen semester hours," "pedagogy," etc., see notes under Sec. VI. In case of four year college graduates, not to exceed five hours credit will be given Philosophy, Logic, or Ethics.

cessful teaching (23) is required. Those who are qualified in all other particulars will receive a Provisional or regular State Certificate until the necessary experience is had.

4. **Valid** in any of the public schools in this state.

#### IX. APPLICATION FOR CERTIFICATE.

Application for a State, Provisional State or Life Diploma must be made on the form furnished by this Department (24), and all information called for on this blank must be accurately given. Send this, together with a certified copy (25) (read foot note carefully) of your diploma of graduation from a normal school or college, **THROUGH YOUR COUNTY SUPERINTENDENT** (26). It would be well to send fee with the application. (Cf. Sec. X.) **DO NOT SEND US GENERAL LETTERS OF RECOMMENDATION**—we give them no consideration.

(On receipt of the above, we send

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23. Applicants should understand that a certificate will be refused unless this Department is satisfied that his teaching is wholly successful, the burden of proof is placed upon the applicant.

24. Blank form will be furnished by this office, or by any county superintendent. Residents of this state should make application through their county superintendent, whenever possible.

25. Make an exact copy of your diploma, take it to a notary public, and have him certify that it is correctly copied. Never send the original diploma to us. We will not make copies in this office

blanks to the schools you attended with the request that they enter thereon your standings, and also write to the references you give and to such other officials as can speak intelligently of your qualifications and fitness to teach. If you will write to the references you give, asking them to give our communications prompt attention, time may be saved in handling your application) (27). Whenever requested, the information given by your references will be kept strictly confidential

#### X. FEES (28).

The law requires the payment of fees as follows (29):

State Certificate,	\$ 5.00
Provisional State	\$ 2.00
Life Diploma	\$10.00

The fee is returned to applicants on school credentials, when for any reason a certificate is not granted. When an examination is written, one half is retained in case of failure. (School Laws, Sec. 16.)

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26 Graduates of South Dakota colleges and normals may make application at the time of graduation through their school authorities

27 Ordinarily, about three to four weeks are required to complete our investigation.

28. Graduates of South Dakota colleges and normals are exempt from all certificate fees.

29. The fees for all county certificates is \$1.00 and payable to the county superintendent.

**IMPORTANT:** Remit by money order or draft; do not send personal checks, currency, or stamps. Make all remittances to "Dept. of Public Instruction."

## XI. SUMMER SCHOOLS.

Work done in summer schools approved under Chapter 162, Session Laws of 1915, will be credited hour for hour toward certification when the certificate is sought upon school credentials, but such work can not be accepted in lieu of any examination offered upon any subject by this department.

## XII. RENEWAL OF CERTIFICATES.

The following certificates are renewable under the conditions mentioned in the following section: Primary, First Grade, State, and Provisional State (30).

XIII. The holder of a Primary, a First Grade, or a State Certificate who wishes it renewed, or the holder of a Provisional Certificate who wishes a state, should observe the following:

a. Application should always be made through the county superintendent (31), if applicant has taught in this state; do not write us directly or send it through

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30. The Provisional State is not renewable in the same sense as the others mentioned: It is ordinarily followed by a certificate of higher grade; in some cases, however, it is extended, but the total life of a Provisional Certificate cannot exceed five years.

31. The county superintendent of the county where teaching was, or is being done.

any other than the county superintendent (32).

b. Fill out a regular application blank for "Renewal of Certificate," and give all the information called for (33).

c. Send certificate of institute attendance.

d. In case of a Provisional, or state, if a fee was paid when the certificate was granted, enclose a fee for the renewal.

#### XIV. EXAMINATIONS.

Examinations for all grades of certificates are held in each county of the state under the supervision of the county superintendent. The dates of these examinations may be obtained of any county superintendent. County superintendents are requested to observe the following order and applicants must not ask for any change.

#### COUNTY CERTIFICATES.

First Day—Thursday.

Forenoon: Preliminary, Reading, Geography, Writing.

Afternoon: Grammar, U. S. History,  
Second Day—Friday.

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32. Non-residents who have not taught in South Dakota may, of course make application direct.

33. Under references only the names of superintendents and members of school boards under whom applicant has taught should be given.



Forenoon: Arithmetic, Spelling, Dialectics.

Afternoon: Drawing, S. D. History, Civics, Primary Methods.

## FIRST GRADE AND STATE CERTIFICATES.

For First Grade and State Certificates the common branches will be given in the same order as for Second and Third Grades. The remaining subjects will be given in the following order: Civil Government, Current Events, American Literature, Physical Geography, Drawing (for State Certificate), South Dakota History, Algebra, Plane Geometry, Physics or Botany, General History, Pedagogy, Rhetoric and Composition.

Those who wish to write for a Life Diploma must notify this Department through their county superintendent, not less than thirty days previous to the time they expect to write (34).

## XV. RECOGNITION OF CREDITS SHOWN ON CERTIFICATES OF OTHER STATES.

Credits will be accepted, subject for subject, toward a South Dakota Certifi-

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34. No printed lists of Life Diploma Questions are furnished. Typewritten questions are sent to examiners for those subjects only in which the applicant is to write.

cate of corresponding grade (35) as follows:

a. They must have been obtained on an examination, the questions of which were prepared and the answer papers graded by the State Department of Education (36).

b. They must appear on a valid certificate.

c. They must make the same average as is required for the certificate sought and no grade must be lower than the minimum for that certificate. Certificates from other states failing to meet these conditions can not be validated, but grades equal to or above the average required for the South Dakota certificate may be accepted in lieu of examination in those subjects toward a South Dakota certificate limited to the same term as the certificate from which the grades were taken.

d. An examination must be taken in all subjects for which satisfactory credits are not submitted.

e. The certificate granted will be limited to the date of expiration of the cer-

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35. Standings from a certificate of lower grade cannot be offered toward one of the higher grade even though it show credits in subjects required for such higher grade certificate and not required for the one of corresponding grade.

36. Standings granted by high school boards, normal schools, etc., are not accepted.

tificate submitted for validation, except in case of renewable certificates.

XVI. The following certificates (37) of the state named are generally acceptable. Owing to the fact that exceptions to the general rule is sometimes made in the issuance of these certificates, no definite promise can be made for any particular certificate. EACH INDIVIDUAL CERTIFICATE MUST CONFORM TO THE CONDITIONS OF SECTION XV, and we cannot be bound to accept a certificate because it is listed here, or because of any promise made by any other school authority, if we find an irregularity in its issuance that conflicts with those conditions (38).

ALABAMA: Life, First Grade, Second Grade.

ARKANSAS: State\*, Provisional License\*, First Grade State.

COLORADO: State Diploma\*.

FLORIDA: State, Primary.

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37. Certificates granted on normal and other school credentials are validated in accordance with the agreement of the conference of chief school officers. (Cf. Sec. XVII). Holders of such certificates must, however, make application on regular blank that we may obtain their school record. Read carefully Sec. IX.

38. Attention is called to certificates marked with an \*. These are issued on school credentials also, and when so issued cannot be validated without first securing the school records. \*

IDAHO: Life\*, State\*, First Grade, Second Grade.

ILLINOIS: General Certificate. (State.)

INDIANA: Life State License (regular), Professional license, 60 month high school license, 36 month high school license, 36 month common school license, 36 month primary school license.

IOWA: State Diploma, State Certificate\*, Primary State Certificate, First Grade County (39), Second Grade County (39).

KANSAS: Life Diploma, Life Certificate\*, Three Year Renewable\*.

KENTUCKY: State Diploma, State Certificate.

LOUISIANA: State Certificate.

MAINE: State Certificate of any grade except such as are limited to one year.

MARYLAND: Life\*.

MICHIGAN: State Life.

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39. Since the Iowa Board no longer indicates certificates originally issued before the present certificate law became effective by red ink entries, all Iowa County Certificates must be submitted to the Department for investigation.

40. Minnesota Certificates should always be submitted to this Department. Holders should be informed that all credits given by High School Board or Normals will be rejected. **Minnesota conditionals and limited certificates are not recognized.**

MINNESOTA (40): First Grade Professional\*, Second Grade Professional, First Grade, Second Grade.

MISSISSIPPI: Professional license, State Certificate.

MISSOURI: Life State Certificate\*, Limited State\*, First and Second Grade County.

MONTANA: Life Diploma\*, State Certificate\*.

NEBRASKA: Professional State Certificates\*, First Grade County\*, Second Grade County.

NEVADA: High School Certificate\*, Elementary School Certificate\*, First Grade\*.

NEW HAMPSHIRE: Supervisory, High School (permanent), Elementary (permanent)\*.

NEW MEXICO: Professional Life, Professional Five-Year, Professional Three-Year, Second Grade if grades average 80% with no paper below 75%. All subject to the reciprocal regulations of the Board of Education of New Mexico.

NEW YORK: State Life Certificate, Training Class Certificate (41), Rural School Renewables.

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41. Do not confound this certificate with the "Training School Certificate," which is based partially on an academic course.

NORTH DAKOTA (42): Professional Certificate. (First and Second Grade)\*. First Grade and Second Elementary).  
OHIO: High School Life Certificate (Plan I.) Common School Life Certificate (Plan I.)  
OKLAHOMA: General High School\*, Intermediate and Grammar Grade\*, Primary\*.  
OREGON: Life State Certificate, State Certificate Primary State.  
RHODE ISLAND: First Grade\*, Second Grade\*.  
TENNESSEE: County High School State Certificate\*.  
TEXAS: Permanent State\*, State Permanent Primary\*, First and Second Grade State\*.  
VIRGINIA: First and Second Grade Certificates on examination.  
WASHINGTON: Life Certificate, Permanent Certificates (Professional, First Grade and First Grade Primary), First Grade, First Grade Primary, Second Grade, Common School.  
WEST VIRGINIA: Second class State\*, High School\*, Primary, First and Second grade, graded school certificates, First and Second grade Elementary school certificates.

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42. North Dakota Certificates should be presented to this Department as high school credits are sometimes accepted.

WISCONSIN: Unlimited State\*, Limited State\*.

WYOMING: Professional (first and second class)\*, First and Second Class Certificates\*.

XVII. REPORT OF THE CONFERENCE  
(43) OF STATE SUPERINTENDENTS  
OF PUBLIC INSTRUCTION WITH U.  
S. COMMISSIONER OF EDUCATION  
AT TOPEKA, KANSAS, OCTOBER 18-  
20, 1911.

This conference was held primarily for the purpose of agreeing upon some uniform standard for reciprocal relations in the recognition of state teachers' certificates.

The following principles governing the recognition of diplomas from standard colleges and universities situated in other states, and of certificates issued in other states were adopted by the conference.

A. RECOGNITION OF DIPLOMAS FROM  
STANDARD COLLEGES AND  
UNIVERSITIES.

A diploma from a standard college or university granted upon the completion of 120-hour course including 15 hours in education shall be recognized.

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43. As far as permitted by the laws of this state the regulations of this conference in the matter of recognition of certificates will be followed.

## Definition of a Standard College or University.

To be considered a standard college all of the following conditions must be fully met:

1. The completion of a four-year secondary course above the eighth grade shall be required for college entrance.

2. The completion of 120 semester hours shall be required for graduation.

3. The number of class hours for the heads of departments and for students shall not exceed 20 a week.

4. A faculty properly qualified shall consist of graduates of standard colleges and each head of a department shall hold at least a master's degree from a standard college or have attained eminent success as a teacher.

5. The library shall consist of at least 5,000 volumes of standard works with reference to college subjects and exclusive of public documents.

The laboratory equipment shall be sufficient to establish efficient laboratories in all laboratory courses offered.

7 (a). The means of support is defined as requiring a permanent endowment of not less than \$20,000 or an assured fixed annual income, exclusive of tuition, of at least \$10,000; provided that this requirement shall not be mandatory until five years after the institution has



been recognized, provided that this shall not be interpreted so as to work an injustice to such institution where the instruction in whole or in part is gratuitous.

7 (b). The college must maintain at least seven separate departments or chairs in the arts and sciences. In case the pedagogical work of the institution is to be accepted for certification, the college must maintain at least eight chairs, one of which shall be devoted to education. The heads of at least five departments shall, in no case, devote less than three-fourths of his time to college work.

#### B. RECOGNITION OF DIPLOMAS OR CERTIFICATES FROM STANDARD NORMAL SCHOOLS AND TEACHERS' COLLEGES.

By a standard normal school is meant a school meeting the following requirements:

1. For entrance, four years' work above the eighth grade in an approved four year high school or its undoubted equivalent.

2. For graduation therefrom, a minimum requirement of two years' additional work, including a thorough review of the common branches, and training in a practice school.

3. The maintenance of a well-equipped training school for observation and prac-

tice, such school to cover work in the eight elementary grades.

4. The total attendance in the secondary school and in the Normal school shall be 216 weeks above the eighth grade, provided, that any normal school may accept satisfactory credits covering twenty weeks' work above the eighth grade.

5. A four year course in a normal school shall be given the same recognition as a four year college course.

#### C. RECOGNITION OF CREDITS SECURED UPON EXAMINATION BY STATE AUTHORITIES.

Credits shall be accepted when secured in accordance with the following requirements:

1. Credits obtained by examination for the corresponding grade of certificate, provided the examination questions are prepared and answer papers graded by the State Department of Education, shall be accepted subject for subject. Provided: That the passing standing upon the lowest grades of certificates shall not be less than ninety per cent in any subject (44); provided further, that in determining the corresponding grade of certificate this recognition of credits shall apply to any certificate regardless of territorial re-

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44. For the requirements in South Dakota see subdivision C under Section XV.

strictions in the State wherein the certificate was issued.

2. Equivalent credits for any subject or subjects may be accepted at the discretion of the proper authority of the State wherein recognition is sought.

3. Credits for successful experience may be allowed in accordance with the regulations in force in the State where recognition is sought.

#### D. RECOGNITION OF DIPLOMAS AND CERTIFICATES.

Holders of diplomas or certificates subject to interstate recognition shall enjoy the same privileges as holders of similar certificates or diplomas in the State wherein recognition is sought; provided that when there is no certificate of corresponding grade in the state where the recognition is sought, then a certificate of the next lower grade be issued.

#### STANDARDS FOR HIGH SCHOOLS.

For the information of boards of education and of teachers seeking certification for employment in high schools we append a synopsis of the course of study and standards of accreditation adopted for the high schools of this state. A High School Manual giving full explanation of the various requirements together with syllabi of courses in the various subjects included in the courses suggested may be

obtained from school supply houses in the state.

**Classification of Schools**—The approved high schools of South Dakota shall be classified as One Year, Two Year, Three Year and Four Year schools. The requirements of their courses shall be:

**One Year Schools**—English I, Elementary Algebra and two electives.

**Two Year Schools**—English I and II, Elementary Algebra, Plane Geometry, and four electives.

**Three Year Schools**—Six constants (including those given for Two Year Schools) and six electives.

**Four Year Schools**—All of the constants of this course and not less than eight electives.

## STANDARDS OF ACCREDITMENTS

A high school to be recognized as an Accredited High School must meet and maintain the following conditions:

1. Not less than fifteen units as defined in this course shall be required for graduation. Sixteen units are recommended.

A unit is defined as a course covering an academic year that shall include in the aggregate not less than 120 sixty-minute hours of class work, provided that two hours of laboratory work, manual training or domestic science shall be consid-

ered equivalent to one hour of class room work.

2. The minimum scholastic attainment of all teachers of academic subjects in Four Year High Schools shall be fully equivalent to graduation from the University of South Dakota; that of teachers of such subjects in all other high schools shall be fully equivalent to graduation from a Normal School having a course of study which requires at least two years' work beyond a four year high school course for graduation. Such requirement shall, however, not be retroactive.

3. The number of daily periods of class-room instruction given by any teacher shall not exceed six.

4. All recitation periods shall be at least forty minutes in the clear.

5. The library and laboratory equipment shall be fully adequate to the needs of instruction in the subjects taught as outlined in the high school manual.

6. A permanent record of each pupil's work shall be kept.

7. The Department of Public Instruction shall call for such reports as may be deemed necessary for accrediting.

## COURSE OF STUDY.

### Constants

The constants, or required subjects, of an approved high school course shall be:

English I, II and IV as defined in the high school manual .....	3 units
American History and Government	1 unit
Algebra, to Quadratics.....	1 unit
Plane Geometry.....	1 unit
Science, one year's work in any of the following .....	1 unit
(1) Physics	
(2) Chemistry	
(3) Botany	
(4) Zoology	
(5) Physiography	

### Electives

The electives of the course shall be (the numeral following each subject indicates the number of unit credits that may be allowed):

Latin .....	4
German .....	4
French .....	2
English III.....	1
Ancient History.....	1
Mediaeval and Modern History.....	1
English History.....	1
Physics .....	1
Chemistry .....	1
Botany .....	1
Zoology .....	1
Physiography .....	1
Economics .....	1½
Physiology .....	1½
General Science .....	1½

Advanced Algebra .....	$\frac{1}{2}$
Solid Geometry .....	$\frac{1}{2}$
Trigonometry .....	$\frac{1}{2}$
Public Speaking .....	
.....	$\frac{1}{2}$ (in four year school only)
Physical Training .....	
.....	$\frac{1}{4}$ (in four year school only)
Vocal Music .....	
.....	$\frac{1}{4}$ (in four year school only)
Manual Training .....	
..as defined in the high school manual	
Domestic Science .....	
..as defined in the high school manual	
Agriculture .....	
..as defined in the high school manual	
Commercial Branches .....	
..as defined in the high school manual	
Pedagogy .....	
..as defined in the high school manual	

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Note—Credit will not be allowed for American History and Government, Physics or Chemistry, or Trigonometry if given before the third year of the course; or for Economics if given before the fourth year.

Historical—The above standard and course of study were adopted and approved by the high school executives at Deadwood, October 20, 1914, and followed the recommendations adopted at a conference of high school executives held at Pierre, April 26, 28, 1911.



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